

**Missouri Department of Elementary and Secondary Education
Division of Administrative and Financial Services
School Food Services**

**Instructions for Completing Free or Reduced Price Lunch
Verification Summary Report (MO 500-2484)**

The School Food Services Section, Department of Elementary and Secondary Education, must annually report to the United States Department of Agriculture, Food and Nutrition Services, the verification of free or reduced price lunch information for each Local Education Agency (LEA) participating in the National School Lunch Program and/or School Breakfast Program.

Instructions for completing the form are:

I. Application and Eligibility Information (Pre-Verification)

1. Report the type of application used for students who are applying for Free/Reduced Price Meal benefits: Individual student, Household or Both.

Report Items 2 through 3 as of October 1.

2. In Column A, report the TOTAL NUMBER OF FREE ELIGIBLE STUDENTS as of the first operating day in October. This total must equal the sum of the three free eligibility categories, which are reported on lines 2-1 through 2-3, Column A.
 - 2-1. In Column A, report the TOTAL NUMBER OF STUDENTS approved as FREE ELIGIBLE whose approval is not subject to verification. This includes students who are directly certified based on information from the Food Stamp/Temporary Assistance agency, children on the homeless liaison list, income eligible Head Start, pre-K Even Start, and non-applicants who are approved by local officials.
 - 2-2. In Column A, report the TOTAL NUMBER OF STUDENTS approved as FREE ELIGIBLE based on a Food Stamp/Temporary Assistance case number, which was submitted on an application (categorically eligible applications). In Column B, report the TOTAL NUMBER OF APPROVED CATEGORICALLY ELIGIBLE APPLICATIONS on file.
 - 2-3. In Column A, report the TOTAL NUMBER OF STUDENTS approved as FREE ELIGIBLE based on household size and income information submitted on an application (income eligible - free applications). In Column B, report the TOTAL NUMBER OF APPROVED INCOME ELIGIBLE - FREE APPLICATIONS on file.
3. In Column A, report the TOTAL NUMBER OF STUDENTS approved as REDUCED PRICE ELIGIBLE. In Column B, report the TOTAL NUMBER OF APPROVED REDUCED PRICE ELIGIBLE APPLICATIONS on file.

II. Results of Verification

4. Report the type of verification process the LEA uses to comply with the verification requirements of 7 CFR 245.6a.

Basic: The required sample size is 3 percent or 3000, whichever is less. The sample must be drawn from error-prone applications (applications indicating *income within \$100 monthly or \$1200 annually* of the maximum amount allowed for a household of a specific size to receive free or reduced price meal benefits).

Alternate I (Random): The minimum required sample size is 3 percent or 3000, whichever is less, of all applications.

Alternate II (Focused): The required sample size is 1 percent or 1000, whichever is less, of all applications, with sample drawn from error-prone applications (applications indicating *income within \$100 monthly or \$1200 annually* of the maximum amount allowed for a household of a specific size to receive free or reduced price meal benefits); plus the lesser of .5 percent or 500 applications approved based on categorical eligibility (Food Stamps or Temporary Assistance).

All applications: 100 percent of the applications on file.

Items 5 through 9 require the results of the verification process BY TYPE OF APPLICATION APPROVAL. These items are reported as of the date of completion of verification. For the purposes of this report, verification is complete:

- for households whose eligibility does not change as of the date of the confirmation of eligibility by a reviewing official;
 - for households that do not appeal a change in eligibility as of the first operating day following the last date for filing an appeal in response to a notice of change in eligibility; or
 - for households that appeal a change in eligibility as of the first operating day following a decision by the hearing official.
5. Report the number of applications with no change in eligibility and the number of students on these applications, for each application type.
 6. Report the number of applications for which the eligibility was changed from REDUCED PRICE to FREE, based on documentation, and the number of students on these applications, for each application type.
 7. Report the number of applications for which the eligibility was changed from FREE to REDUCED PRICE, based on documentation, and the number of students on these applications, for each application type.
 8. Report the number of applications for which the eligibility was changed from FREE OR REDUCED PRICE to PAID, based on documentation, and the number of students on these applications, for each application type.
 9. Report the number of applications for which the eligibility was changed to PAID because the household did not respond and the number of students on these applications, for each application type. Note: Report ALL applications for which the household did not respond, even if the LEA decides to provide students on the application free/reduced meals while claiming them as paid.